



Town of Harpswell

Planning Office
263 Mountain Road
P.O. Box 39
Harpswell, ME 04079

PLANNING BOARD APPLICATION

Dear Applicant:

Welcome to the Town of Harpswell Planning Board process.

The Planning Board is established in accordance with the Town of Harpswell's Basic Land Use Ordinance § 12.2. All decisions reached by the Planning Board are in accordance with and governed by the Town of Harpswell's ordinances. Copies of all ordinances are available on line at www.harpswell.maine.gov or at the Town Office. It is recommended that you familiarize yourself with the requirements and standards of the Town's ordinances as applicable to your application review.

The regular meeting date of the Harpswell Planning Board is the 3rd Wednesday of each month. A complete application must be submitted to the Planning Office **NO later than three weeks prior to the next meeting**. The proper application fee must accompany the application.

Attached is the Planning Board application packet. Please use the checklist or refer to the ordinances as you prepare your application to determine completeness. You are encouraged to schedule a meeting with the Town Planner to discuss your proposal two months prior to submitting an application to the Planning Board. The Town Planner will be able to assist you in determining what type of application you need to submit, identify submittal materials required and answer any questions you may have. The Town Planner may be reached at (207) 833-5771.

A site visit (on property) will be schedule the Monday prior to the regularly scheduled Planning Board meeting. If this Monday is a holiday, the site visit will be Tuesday before the meeting. Applicant/owners and abutters are invited to attend the site visit and the meeting.



Town of Harpswell Planning Board Application

Project # _____
Map# _____ Lot# _____

Name of Applicant: _____

Mailing Address: _____ City or Town: _____

State: _____ Zip: _____ Telephone: _____

E-mail Address: _____

Name of Property Owner: _____

Mailing Address: _____ City or Town: _____

State: _____ Zip: _____ Telephone: _____

E-mail Address: _____

Name of Representative: (If applicable) _____

Mailing Address: _____ City or Town: _____

State: _____ Zip: _____ Telephone: _____

E-mail Address: _____

The undersigned requests that the Planning Board consider the following:

Subject Property(s): Tax Map: _____ Lot: _____ (and) Tax Map: _____ Lot: _____

Physical Address(es) or Location: _____

Zoning District: (Circle all that apply) INT ▪ SR ▪ SB ▪ CF1 ▪ CF11 ▪ RP ▪ Other

- ☐ 1. **Site Plan Review** (see Site Plan Review Ordinance §14 for submission requirements)
- ☐ Pre-Application Review
- ☐ Plan Submission
- ☐ Amendment
- ☐ 2. **Subdivision Review** (see Subdivision Ordinance §8 for submission requirements)
- ☐ Pre-Application Review
- ☐ Preliminary Plan Submission
- ☐ Final Plan Submission
- ☐ Amendment
- ☐ 3. **Approval of Land Use in the Shoreland Zone** (see Table 1 in Shoreland Zoning Ordinance)
(See attached checklist for submission requirements.)
- ☐ 4. **Reconstruction on Nonconforming Structure** (See Sec. 10.3.2 of Basic Land Use Ordinance) **OR Exemption for Nonconforming Foundation** (See Sec. 10.3.1.2 of Basic Land Use Ordinance) (See attached checklist for requirements)
- ☐ 5. **Wharf Approval** (Land Use Application, Deed and Sketch must accompany this request.)
- ☐ 6. **Other:** _____

Signature of Applicant: _____ Date: _____

Office Use Only Fee Paid: ☐ Planning Board ☐ Site Plan Review ☐ Staff Review ☐ Subdivision \$ _____

Escrow Fee: \$ _____ Received by: _____

BASIC PLANNING BOARD APPLICATION REQUIREMENTS

A complete application to the Planning Board consists of 10 copies of the following documentation (Note: For Site Plan and Subdivision applications please refer to the applicable ordinance(s)): **This is not all encompassing. Please see relevant ordinances.**

1. ☐ Planning Board Application
2. ☐ Receipt of Fees – (circle one) *Planning Board – Site Plan – Staff Review - Subdivision*
3. ☐ Land Use Application
4. ☐ **Existing** Conditions Site Plan to include the following information: (site plan drawn to scale)
 - ☐ Required setbacks for the edge of all boundaries (Building Envelope)
 - ☐ Zoning District Lines
 - ☐ North Arrow
 - ☐ Footprints and dimensions of all structures
 - ☐ Impermeable surface areas: includes all buildings, drives, parking areas etc.
 - ☐ High water line
 - ☐ Septic system location
 - ☐ Well location(s)
 - ☐ Square footage of lot
 - ☐ Abutting Roads
 - ☐ Road right-of-way widths if applicable
 - ☐ Amount of frontage if applicable
 - If applicable:
 - ☐ Wetlands
 - ☐ Streams, ponds, etc.
 - ☐ USGS contours of 2ft (5 ft waiver, 20ft for basic application)
 - ☐ Erosion Control Plan
 - ☐ FEMA 100 yr floodplain line
5. ☐ **Proposed** Conditions Site Plan to show the following information:
 - ☐ All elements as required above and any changes thereof
6. ☐ Erosion control plan
7. ☐ Written description of proposed project/activity
8. ☐ Planning Board Signature Block
9. ☐ Stormwater Management Plan
10. ☐ Septic Plans (Subsurface Wastewater Design)
11. ☐ Letter of authorization if applicable
12. ☐ Copy of any applications or permits from other agencies (MDOT, LOMA, DEP etc.)
13. ☐ Letter of financial and technical capacity
14. ☐ Copy of letter to Maine Historic Preservation Commission
15. ☐ Applicant's right, title or interest in the property (usually a copy of the deed)

Reviewed for Completion by:

Signature

Date

Codes: ☐ Site Plan ☐ Staff Review ☐ Land Use in SLZ ☐ Wharf ☐ N/C Structure ☐ Other

2016 APPLICATION DEADLINES

PLANNING BOARD

Note: In the case of inclement weather and the meeting is cancelled, the meeting will be postponed to the following Tuesday at 6:30 pm

<u>PLANNING BOARD – 6:30 PM</u>		<u>STAFF REVIEW – 2:00 PM</u>	
<u>MEETING DATE</u>	<u>PAPERWORK DEADLINE</u>	<u>MEETING DATE</u>	<u>PAPERWORK DEADLINE</u>
January 6, 2016	** WORKSHOP **	January 6, 2016	December 16, 2015
January 20	December 30, 2015	February 3	January 13
February 3	** WORKSHOP **	March 2	February 10
February 17	January 27	April 6	March 16
March 16	February 24	May 4	April 13
April 20	March 30	June 1	May 11
May 18	April 27	July 6	June 15
June 15	May 25	August 3	July 13
July 20	June 29	September 7	August 17
August 17	** NO MEETING **	October 5	September 14
September 21	August 31	November 2	October 12
October 19	September 28	December 7	November 16
November 2	** WORKSHOP **	January 4, 2017	December 14, 2016
November 16	October 26		
December 7	** WORKSHOP **		
December 21	November 30		
January 4, 2017	** WORKSHOP **		
January 18, 2017	December 28, 2016		

BOARD OF APPEALS

Note: In the case of inclement weather and the meeting is cancelled, the meeting will be postponed to the following Tuesday at 6:30 pm

<u>MEETING DATE – 6:30 PM</u>	<u>PAPERWORK DEADLINE</u>
January 27, 2016	January 6, 2016
February 24	February 3
March 23	March 2
April 27	April 6
May 25	May 4
June 22	June 1
July 27	July 6
August 24	August 3
September 28	September 7
October 26	October 5
November 23	November 2
December 28	December 7

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EFFECTIVE RATES AS OF FEBRUARY 1, 2014

Land Use/Building Applications*		
*Structures <u>up to</u> 2,000 in square footage		\$50.00 plus \$.20 per ft ²
*Structures <u>over</u> 2,000 in square footage		\$50.00 plus \$.25 per ft ²
*Structures under 100 square feet and NO utilities		\$25.00
*Non-conforming structure		\$75.00 additional
*Permit renewal		50% of original permit fee
*Planning Board Jurisdictional Review	(09/06/2012)	\$75.00
(\$60.00 additional if Planning Board takes Jurisdiction over application)		
Blasting Permit Application (300 cubic yards or less)		\$50.00
Blasting Permit Application (300 cubic yards or more)*		\$135.00
*Planning Board application and approval required		
Flood Hazard Development Permit Application*		\$50.00
*Required if development is within FEMA designated floodplain		
Wharf Application		\$200.00
Sign Permit Application		\$25.00
Internal Plumbing	(01/18/2011)	\$12.00/fixture, minimum \$40.00
Septic (Complete system)*	(01/18/2011)	\$265.00
*If a Variance Request is required		
\$30.00 additional		
<u>Individual components and non-complete system charges vary by application type. Please see the Code Enforcement Office for more information.</u>		
Planning Board Application		\$135.00
Planning Board Application (Timber Harvesting ONLY)	(09/06/2012)	\$75.00
Site Plan Review		\$135.00 Application Fee PLUS:
		\$50.00 (Size < 500 ft ²)
		\$250.00 (500-20,000 ft ²)
		\$500.00 (Size > 20,000 ft ²)
Jurisdictional Review	(09/06/2012)	\$75.00
(\$60.00 additional if Planning Board takes Jurisdiction over application)		
Site Plan Review for Commercial Wharves (ONLY)	(09/06/2012)	\$135.00 – No additional ft ² fee
Staff Review Committee or PB Minor Amendment	(09/06/2012)	\$75.00
Subdivision Application		\$135.00 Application Fee PLUS:
		\$150.00 per Lot PLUS
		\$100.00 per Lot or dwelling
		unit into trust account.
Significant Subdivision Revision (Addition of lots)		\$150.00 per Lot
Minor Subdivision Revisions (Revisions to lot boundaries, etc.)		\$135.00 Application Fee
Board of Appeals – Variance (Appeals an Ordinance provision)		\$270.00
Board of Appeals – Administrative (Appeals a decision)		\$200.00*
*Revised 10/18/07 by Selectmen. Successful applicants will have this fee refunded.		
Mobile Food Cart Vendor Fees*	(09/06/2012)	\$50.00 Application Fee PLUS:
*License Fees double if approved for use on Town property		
		\$250.00 Season License
		\$100.00 Event License
		\$50.00 One Day License

**WORK BEGUN WITHOUT A VALID PERMIT IS SUBJECT TO TRIPLE THE NORMAL FEE,
WITH A MINIMUM CHARGE OF \$250.00**